



DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND, ATLANTIC  
6506 HAMPTON BLVD  
NORFOLK VA 23508-1278

IN REPLY REFER TO

11011  
Ser AM1/00280  
July 7, 2016

Mr. Steve George  
Dabney Properties LLC  
3409 Bartley Pond Place  
Richmond, VA 23233

Dear Mr. George:

Please find enclosed for your records fully executed original Settlement Agreement and Special Release documents for the following leases:

1. N62470-12-RP-00024 (LI-12263)
2. N62470-15-RP-00057 (LI-13104)
3. N62470-12-RP-00026 (LI-12265)
4. N62470-12-RP-00027 (LI-12266)
5. N62470-12-RP-00029 (LI-12271)
6. N62470-15-RP-00056 (LI-13103)
7. N62470-12-RP-00032 (LI-12274)
8. N62470-12-RP-00039 (LI-12291)
9. N62470-12-RP-00040 (LI-12292)
10. N62470-12-RP-00041 (LI-12293)
11. N62470-15-RP-00054 (LI-13100)

It has been a pleasure having you as a Lessor. If you have any questions or concerns, please do not hesitate to contact Brandy L. Tallaksen, Realty Specialist, at (757) 322-4116, or e-mail: [brandy.tallaksen@navy.mil](mailto:brandy.tallaksen@navy.mil).

Sincerely,

TAMMY S. SADLER  
Real Estate Contracting Officer  
By direction of the Commander

Enclosures

## **Tallaksen, Brandy L CIV NAVFAC LANT, AM**

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**From:** Tallaksen, Brandy L CIV NAVFAC LANT, AM  
**Sent:** Friday, May 20, 2016 9:47  
**To:** 'steve@dabneyproperties.com'  
**Cc:** Buddenhagen, Carolyn L CIV NAVFAC LANT, AM; Sadler, Tammy S CIV NAVFAC LANT, AM; Blackwell, Robin S CIV NAVFAC LANT, AM; McKnight, James Ivan GS11 CNRMA  
**Subject:** 30 June Termination Apartment Units /Non-Renewal Notification 09 July Expiring Leases  
**Signed By:** brandy.tallaksen@navy.mil

Per our conversation this morning, please find below apartment complexes and units covered by the corresponding leases:

1. N62470-12-RP-00024 (LI-12263): Northampton Village (1) Unit - 151-D
2. N62470-12-RP-00025 (LI-12264): Featherstone Apartments (5) Units - 201, 203, 301, 303, and 304
3. N62470-12-RP-00026 (LI-12265): Northampton Village (4) Units -145-A, 158-A, 246-B, and 110-A
4. N62470-12-RP-00027 (LI-12266): Northampton Village (2) Units - 203-A and 231-B
5. N62470-12-RP-00028 (LI-12270): Abbington Landing (3) Units - 13-4, 968-2, and 972-5
6. N62470-12-RP-00029 (LI-12271): Northampton Village (2) Units - 172-A and 178-B
7. N62470-12-RP-00030 (LI-12272): Cambridge Apartments (5) Units - 5109-26G, 5109-4G, 5109-24G, 5124-6 and 5130-13
8. N62470-12-RP-00031 (LI-12273): Abbington Landing (3) Units - 41-2, 43-7, 57-8
9. N62470-12-RP-00032 (LI-12274): Addison (1) Unit - 219
10. N62470-12-RP-00039 (LI-12291): Abbington Landing (1) Unit 25-3
11. N62470-12-RP-00040 (LI-12292): Abbington Landing (1) Unit 51-8
12. N62470-12-RP-00041 (LI-12293): Cambridge Apartments (1) Unit 5108-7

Additionally, please accept this email as a courtesy notification that the Government does not intend to renew the following leases expiring on 09 July 2016:

1. N62470-15-RP-00054 (LI-13100): Cambridge Apartments (1) Unit - 5109-31G
2. N62470-15-RP-00055 (LI-13102): Town Center Apartments (1) Unit - 211
3. N62470-15-RP-00056 (LI-13103): Cambridge Apartments (3) Units- 5109-16M, 5109-21I and 5110-2
4. N62470-15-RP-00057 (LI-13104): Cambridge Apartments (4) Units - 5109-12H, 5109-15E, 5109-17F and 5109-28G
5. N62470-15-RP-00058 (LI-13105): Northampton Village (2) Units 107-A and 145-B

V/r

Brandy L. Tallaksen  
Realty Specialist  
NAVFAC Atlantic AM1  
Work: 757-322-4116 Fax: 757-322-4913  
Brandy.Tallaksen@navy.mil

## **Tallaksen, Brandy L CIV NAVFAC LANT, AM**

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**From:** Tallaksen, Brandy L CIV NAVFAC LANT, AM  
**Sent:** Friday, May 20, 2016 6:59  
**To:** 'heather@dabneyproperties.com'; 'steve@dabneyproperties.com'  
**Cc:** Buddenhagen, Carolyn L CIV NAVFAC LANT, AM; McKnight, James Ivan GS11 CNRMA; Sadler, Tammy S CIV NAVFAC LANT, AM; Hall, Michael J CIV NAVWPNSTA Huntington Hall, N93; Gardner, Raymond F CIV Newport News Huntington Hall, N93  
**Subject:** Termination Notice  
**Attachments:** DABNEY TERMINATION OCT LEASES.pdf  
**Signed By:** brandy.tallaksen@navy.mil

Steve,

Please find attached an advanced copy of the Government's intent to terminate the following leases effective 30 June 16:

1. N62470-12-RP-00024 (LI-12263)
2. N62470-12-RP-00025 (LI-12264)
3. N62470-12-RP-00026 (LI-12265)
4. N62470-12-RP-00027 (LI-12266)
5. N62470-12-RP-00028 (LI-12270)
6. N62470-12-RP-00029 (LI-12271)
7. N62470-12-RP-00030 (LI-12272)
8. N62470-12-RP-00031 (LI-12273)
9. N62470-12-RP-00032 (LI-12274)
10. N62470-12-RP-00039 (LI-12291)
11. N62470-12-RP-00040 (LI-12292)
12. N62470-12-RP-00041 (LI-12293)

I will be in contact to arrange the final walk-through schedule.

V/r

Brandy L. Tallaksen  
Realty Specialist  
NAVFAC Atlantic AM1  
Work: 757-322-4116 Fax: 757-322-4913  
Brandy.Tallaksen@navy.mil



DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND, ATLANTIC  
6506 HAMPTON BLVD  
NORFOLK VA 23508-1278

IN REPLY REFER TO

11011

Ser AM1/00217/LI-12263,  
LI-12264, LI-12265,  
LI-12266, LI-12270,  
LI-12271, LI-12272,  
LI-12273, LI-12274

MAY 19 2016

Mr. Steve George  
Dabney Properties LLC  
3409 Bartley Pond Place  
Richmond, VA 23233

Dear Mr. George:

In accordance with Paragraph 4 of the lease agreements referenced herein, the Government hereby notifies you of our intent to terminate the below listed leases effective 30 June 2016. You will be contacted to arrange walk-through inspections of each unit the week of 27 June 2016.

1. N62470-12-RP-00024 (LI-12263)
2. N62470-12-RP-00025 (LI-12264)
3. N62470-12-RP-00026 (LI-12265)
4. N62470-12-RP-00027 (LI-12266)
5. N62470-12-RP-00028 (LI-12270)
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10. N62470-12-RP-00039 (LI-12291)
11. N62470-12-RP-00040 (LI-12292)
12. N62470-12-RP-00041 (LI-12293)

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact Brandy L. Tallaksen, Realty Specialist, at (757) 322-4116, or e-mail: [brandy.tallaksen@navy.mil](mailto:brandy.tallaksen@navy.mil).

Sincerely,

TAMMY S. SADLER  
Real Estate Contracting Officer  
By direction of the Commander

SETTLEMENT AGREEMENT AND SPECIAL RELEASE

THIS SETTLEMENT AGREEMENT AND SPECIAL RELEASE, made effective on the 29<sup>th</sup> day of June 2016, by and between Dabney Properties LLC hereinafter called LESSOR, and the UNITED STATES OF AMERICA, hereinafter called GOVERNMENT.

W I T N E S S E T H:

WHEREAS, pursuant to Lease Number N62470-12-RP-00027, dated 14 October 2012, the LESSOR leased unto the GOVERNMENT Two (2), 2-Bedroom/2-Bath, fully furnished apartments identified as Apartment Nos. 203-A and 231-B, Kathann Drive, located at Northampton Village, Hampton Virginia, as more particularly described in said Lease; and

WHEREAS, it is mutually agreed that Apartment Nos. 203-A and 231-B, Kathann Drive, located at Northampton Village, Hampton Virginia, were undamaged when the move-out inspection was completed on the 29<sup>th</sup> day of June 2016.

NOW THEREFORE, in consideration of the premises, the parties hereto do mutually agree, one with the other, as follows:

1. That there is no money due by the GOVERNMENT to the LESSOR for the GOVERNMENT's use of said apartments, through the aforementioned date, pursuant to the subject lease.

2. That the LESSOR does for itself, and its successors and assigns remise, release, and forever discharge the UNITED STATES OF AMERICA, its officers, agents, and employees, of and from all manner of actions and claims upon, or by reason of, any matter, cause, or thing whatsoever arising out of the GOVERNMENT's

use of said apartments at Northampton Village, Hampton, Virginia, through the  
aforementioned date, pursuant to the subject Lease.

3. That the LESSOR does hereby accept the return of the property and assume  
full custody and control for the aforementioned apartments as of the above date.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be  
signed on their behalf.


WITNESS

DABNEY PROPERTIES LLC

By 

Title Director of Operations

UNITED STATES OF AMERICA

  
TAMMY S. SADLER

Real Estate Contracting Officer  
By direction of the Commander



# move out

## CONDITION REPORT

COMPLEX Northampton Village Complex APT # 231-BSTREET Kathann Drive, Hampton, VA 23605#BDR 2 #BATHS 2 #OCCUPANTS 2SMOKE ALARM: AREA            /            WORKING: yes /           SPRINKLER SYSTEM: YES            NO           

## ENTRANCE HALL:

Front Door: PIPFloor NDSCovering VinylWalls PIPCeiling PIPLights NDClosets NAOTHER: Stairs

## PATIO/BALCONY:

Floor woodWalls VinylCeiling PIPLights NDStorage Area NAOTHER:           

## SOFTWARE

CHECKED: YES or NO

MAINTENANCE CONCERNS TO BE COMPLETED BY:            (date)

LESSOR

U.S. GOVERNMENT (AM1-CB)

Date

U.S. GOVERNMENT (SUPSHIP)

TBR (To Be Replaced/Repaired) TBP (To Be Provided) NWT (Normal Wear & Tear) DC (Discolored)  
 ND (No damage) N (New) W (Worn, not new) P/P (Patched & Painted) N/D/S (Nicks/Dents/Scratches)

## LIVING ROOM AREA:

Floor NWT  
 Covering Carpet  
 Walls PIP  
 Ceiling PIP  
 Windows/Screens NA  
 Doors NA  
 Lights NA  
 Closets ND  
 Fireplace NA  
 Sofa 1 New  
 Chairs 1 W  
 End Tables 2 NDS  
 Lamps 2 NDS  
 Coffee Table 1 NDS

## DINING AREA:

Floor NDS  
 Covering Vinyl  
 Walls PIP  
 Ceiling PIP  
 Windows/Screens ND  
 Doors NA  
 Lights ND  
 Dinette Table 1 NDS  
 Dinette Chairs 4 New  
 OTHER: \_\_\_\_\_



KITCHEN:

Floor Vinyl NDS  
 Walls P/P  
 Ceiling P/P  
 Lights ND  
 Refrigerator NDS  
 Stove/Oven NDS  
 Sink NDS  
 Garbage Disposal WORKS  
 Trash Compactor NA  
 Dishwasher NDS  
 Cabinets NDS  
 Counter Top NDS  
 Windows/Screens NO  
 Doors NA  
 OTHER: \_\_\_\_\_

UTILITY CLOSET (Within Unit):

Floor \_\_\_\_\_  
 Covering \_\_\_\_\_  
 Walls \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Lights \_\_\_\_\_  
 Closets \_\_\_\_\_  
 OTHER: \_\_\_\_\_

BEDROOM# 1

Location \_\_\_\_\_ (Front/Back/Left/Right from entrance)

Flooring Carpet NWT  
 Walls P/P  
 Ceiling P/P  
 Door ~~PIP~~  
 Closets ND  
 Lights NA  
 Windows/Screens ND  
 Beds 1 Q  
 Headboards NDS  
 Night tables 1 NDS  
 Lamps 1 NDS  
 Dressers/mirrors 6 shelves on top NDS  
 Full Length Mirrors yes  
 OTHER: \_\_\_\_\_

BATH:

Loc: \_\_\_\_\_ (from entrance) Size: \_\_\_\_\_ (master/2<sup>nd</sup>/1/2)

Flooring Vinyl New  
 Walls P/P  
 Ceiling P/P  
 Tub/Shower NDS  
 Commode ND  
 Sink NDS  
 Vanity ND  
 Medicine Cabinet NA  
 Mirror(s) ND  
 Lights ND  
 Exhaust Fan WORKS  
 Accessories TH- ND  
                   TR- ND  
 Door P/P  
 Windows/Screens NA  
 OTHER: w/d NDS Stackable

BEDROOM# 2

Location \_\_\_\_\_ (Front/Back/Left/Right from entrance)

Flooring Carpet  
 Walls P/P  
 Ceiling P/P  
 Door P/P  
 Closets ND  
 Lights NA  
 Windows/Screens ND  
 Beds 1 Q  
 Headboards NA  
 Night tables 1 NDS  
 Lamps 1 NDS  
 Dressers/mirrors hole on top NDS  
 Full Length Mirrors NA  
 OTHER: \_\_\_\_\_

BATH:

Loc: Left (from entrance) Size: \_\_\_\_\_ (master/2<sup>nd</sup>/1/2)

Flooring Vinyl New  
 Walls P/P  
 Ceiling P/P  
 Tub/Shower NDS  
 Commode ND  
 Sink NDS  
 Vanity NDS  
 Medicine Cabinet ND  
 Mirror(s) ND  
 Lights ND  
 Exhaust Fan WORKS  
 Accessories TH - ND  
                   TR - ND  
 Door P/P  
 Windows/Screens NA  
 OTHER: \_\_\_\_\_

231 D

## Housing Unit Furnishings- Minimum Requirements

KITCHEN PER UNIT	LIVING ROOM-PER UNIT
✓ 1 Range/Oven Comb.	✓ 1 Sofa (Min. 72")
✓ 1 Refrigerator min 14 CF (2-person Apts)	✓ 1 Coffee Table
✓ (Frost- Free) w/2 Ice Trays or Ice maker	✓ 2 End Tables
✓ 1 Full-sized Dishwasher	✓ 2 Table Lamps
✓ 1 Cutting Board (Min 9"X12")	✓ 1 Occasional Chair per Bedroom**** one
✓ 6 Beverage Glasses (10-12 oz.)	<b>BEDROOM-PER OCCUPANT</b>
✓ 6 Coffee Cups w/Saucers or Mugs	✓ 1 Full Length Mirror- per Bedroom
✓ 6 Bread/Butter Plates	✓ 1 Double Bed W/Firm Mattress & Foundation*****
✓ 6 Dinner Plates	✓ 1 (Full) Twin Mattress w/foundation
✓ 6 Cereal/Salad Bowls	✓ 1 Dresser or Chest
✓ 1 Casserole Dish**	✓ 1 Night Stand/Table with Lamp
✓ 1 Serving Platter	✓ 1 Dresser or Chest of Drawers
✓ 2 Serving Bowls	<b>HOUSEHOLD FURNISHINGS</b>
✓ 1 Measuring Cup/Set	✓ 2 Bedspread or Comforter w/Bed skirt
✓ 6 Knives	✓ 1 Mattress Pad
✓ 6 Forks	✓ 1 Blanket
✓ 6 Teaspoons	✓ 2 New Hypo-Allergenic pillows per double bed*****
✓ 8 Soup Spoons	✓ 4 Pillow Cases per double bed*****
✓ 1 Paring Knife	✓ 2 Fitted Sheets
✓ 1 Butcher Knife	✓ 2 Flat Sheets
✓ 3 Serving Spoons/Forks**	<b>BATH-PER OCCUPANT</b>
✓ 1 Utensil Tray	✓ 2 Bath Towels
✓ 1 Set of Cooking Utensils**	✓ 2 Hand Towels
✓ 1 Tea Kettle/ or Stove-Top Coffee Pot	✓ 2 Wash Cloths
✓ 8-Cup Minimum	Per Bathroom
✓ 1 Can Opener	✓ 1 Shower Curtain with Hooks
✓ 1 Salt and Pepper Shakers	✓ 1 Toilet Brush/Plunger
✓ 2 Cookware Skillets**	<b>MISCELLANEOUS ITEM-PER UNIT</b>
✓ 3 Cookware Set**	<b>Appliances:</b>
✓ 2 Cookie Sheet/Baking Pans**	✓ 1 Smoke Alarm
✓ 8 Kitchen Towels	✓ 1 Vacuum Cleaner including All Replacement
✓ 2 Dish Cloths	Bags and Belts Min. Size (10amp or 3hp)
✓ 2 Pot Holders	<b>Household Furnishings</b>
✓ 1 Broom	✓ 1 Mop
✓ 1 Dust Pan	✓ 1 Bucket
✓ 1 Trash Can	✓ 1 Plunger (For Toilet & Drains)
<b>DINING ROOM-PER UNIT</b>	✓ 1 Fire Extinguisher
✓ 1 Dining Table/Dinette 2 tables	
✓ 4 Dining (Matching) Chairs***	
All of the above items should be in the apartment upon check in, if not notify the NSA Housing Office via your apartment checkin sheet.	
You will be held accountable for all items listed.	

extra pitch fork



# move out

## CONDITION REPORT

COMPLEX Northampton Village Complex APT # 203-ASTREET Kathann Drive, Hampton, VA 23605#BDR 2 #BATHS 2 #OCCUPANTS 2SMOKE ALARM: AREA            /            WORKING: Yes /           SPRINKLER SYSTEM: YES            NO ✓

## ENTRANCE HALL:

Front Door: PIP  
Floor NDSCovering VinylWalls PIPCeiling PIPLights NDClosets NAOTHER:           

## PATIO/BALCONY:

Floor ConcreteWalls VinylCeiling WoodLights NDStorage Area NAOTHER:           

## SOFTWARE

CHECKED: YES or NO

MAINTENANCE CONCERNS TO BE COMPLETED BY: [Signature] (date)

LESSOR

U.S. GOVERNMENT (AMT-CB)

Date

TBR (To Be Replaced/Repaired) TBP (To Be Provided) NWT (Normal Wear & Tear) DC (Discolored)  
 ND (No damage) N (New) W (Worn, not new) P/P (Patched & Painted) N/D/S (Nicks/Dents/Scratches)

## LIVING ROOM AREA:

Floor NWT  
 Covering carpet  
 Walls P/P  
 Ceiling P/P  
 Windows/Screens NA  
 Doors ND  
 Lights NA  
 Closets Aluminum ND  
 Fireplace NA  
 Sofa 1 New  
 Chairs 1 W  
 End Tables 2 NDS  
 Lamps 2 NDS  
 Coffee Table 1 NDS

## DINING AREA:

Floor NDS  
 Covering Vinyl  
 Walls P/P  
 Ceiling P/P  
 Windows/Screens NO  
 Doors NA  
 Lights ND  
 Dinette Table 1 NDS  
 Dinette Chairs 4 NDS  
 OTHER: \_\_\_\_\_



KITCHEN:

Floor Vinyl NDS  
 Walls P/P  
 Ceiling P/P  
 Lights ND  
 Refrigerator NDS  
 Stove/Oven NDS chips  
 Sink NDS  
 Garbage Disposal WORKS  
 Trash Compactor NA  
 Dishwasher NDS  
 Cabinets NDS  
 Counter Top NDS Scratches, Knife marks  
 Windows/Screens NA  
 Doors NA  
 OTHER: \_\_\_\_\_

UTILITY CLOSET (Within Unit):

Floor \_\_\_\_\_  
 Covering \_\_\_\_\_  
 Walls \_\_\_\_\_  
 Ceiling \_\_\_\_\_  
 Lights \_\_\_\_\_  
 Closets \_\_\_\_\_  
 OTHER: \_\_\_\_\_

BEDROOM# 1

Location \_\_\_\_\_ (Front/Back/Left/Right from entrance)

Flooring Carpet NWTWalls P/PCeiling P/PDoor P/PClosets Aluminum NDLights NAWindows/Screens NDBeds 1 QHeadboards NANight tables 1 NDSLamps 1 NDSDressers/mirrors 6 holes on top NDSFull Length Mirrors Yes

OTHER: \_\_\_\_\_

BATH:

Loc: \_\_\_\_\_ (from entrance) Size: \_\_\_\_\_ (master/2<sup>nd</sup>/1/2)Flooring Vinyl NDSWalls P/PCeiling P/PTub/Shower NDSCommode NDSink NDSVanity NDSMedicine Cabinet NAMirror(s) NDLights NDExhaust Fan WORKSAccessories TR - NDTH - NDDoor P/PWindows/Screens NAOTHER: W/D NDS Stackable

BEDROOM# 2

Location \_\_\_\_\_ (Front/Back/Left/Right from entrance)

Flooring CarPet NWTWalls PIPCeiling PIPDoor PIPClosets NDLights NAWindows/Screens NDBeds 1 QHeadboards NANight tables 1 NDSLamps 1 NDSDressers/mirrors 9 holes Bubbles NDSFull Length Mirrors Yes

OTHER: \_\_\_\_\_

BATH:

Loc: Left (from entrance) Size: \_\_\_\_\_ (master/2<sup>nd</sup>/1/2)Flooring Vinyl NDSWalls PIPCeiling PIPTub/Shower NDSCommode NDSink NDSVanity NDSMedicine Cabinet NDMirror(s) NDLights NDExhaust Fan WORKSAccessories TR - NDTH - NDDoor PIPWindows/Screens NA

OTHER: \_\_\_\_\_

203-A

## Housing Unit Furnishings- Minimum Requirements

KITCHEN PER UNIT	LIVING ROOM-PER UNIT
✓ 1 Range/Oven Comb.	✓ 1 Sofa (Min. 72")
✓ 1 Refrigerator min 14 CF (2-person Apts) (Frost- Free) w/2 Ice Trays or Ice maker	✓ 1 Coffee Table
✓ 1 Full-sized Dishwasher	✓ 2 End Tables
✓ 1 Cutting Board (Min 9"X12")	✓ 2 Table Lamps
✓ 6 Beverage Glasses (10-12 oz.)	✓ 1 Occasional Chair per Bedroom**** <i>one</i>
✓ 6 Coffee Cups w/Saucers or Mugs	<b>BEDROOM-PER OCCUPANT</b>
✓ 6 Bread/Butter Plates	✓ 2 Full Length Mirror- per Bedroom
✓ 8 Dinner Plates	✓ 1 Double Bed W/Firm Mattress & Foundation****
✓ 8 Cereal/Salad Bowls	✓ 2 Full/Twin Mattress w/foundation
✓ 1 Casserole Dish**	✓ 2 Dresser or Chest
✓ 1 Serving Platter	✓ 2 Night Stand/Table with Lamp
✓ 2 Serving Bowls	✓ 1 Dresser or Chest of Drawers
✓ 1 Measuring Cup/Set	<b>HOUSEHOLD FURNISHINGS</b>
✓ 6 Knives	✓ 2 Bedspread or Comforter w/Bed skirt
✓ 6 Forks	✓ 2 Mattress Pad
✓ 6 Teaspoons	✓ 2 Blanket
✓ 8 Soup Spoons	✓ 2 New Hypo-Allergenic pillows per double bed****
✓ 1 Paring Knife	✓ 4 Pillow Cases per double bed****
✓ 1 Butcher Knife	✓ 2 Fitted Sheets
✓ 3 Serving Spoons/Forks**	✓ 2 Flat Sheets
✓ 1 Utensil Tray	<b>BATH-PER OCCUPANT</b>
✓ 1 Set of Cooking Utensils**	✓ 2 Bath Towels
✓ 1 Tea Kettle/ or Stove-Top Coffee Pot	✓ 2 Hand Towels
8-Cup Minimum	✓ 2 Wash Cloths
✓ 1 Can Opener	Per Bathroom
✓ 1 Salt and Pepper Shakers	✓ 1 Shower Curtain with Hooks
✓ 2 Cookware Skillets**	✓ 1 Toilet Brush/Plunger
✓ 3 Cookware Set**	<b>MISCELLANEOUS ITEM-PER UNIT</b>
✓ 2 Cookie Sheet/Baking Pans**	<b>Appliances:</b>
✓ 3 Kitchen Towels	✓ 1 Smoke Alarm
✓ 2 Dish Cloths	✓ 1 Vacuum Cleaner Including All Replacement
✓ 2 Pot Holders	Bags and Belts Min. Size (10amp or 3hp)
✓ 1 Broom	<b>Household Furnishings</b>
✓ 1 Dust Pan	✓ 1 Mop
✓ 1 Trash Can	✓ 1 Bucket
<b>DINING ROOM-PER UNIT</b>	✓ 1 Plunger (For Toilet & Drains)
✓ 1 Dining Table/Dinette <i>2 tables</i>	✓ 1 Fire Extinguisher
✓ 4 Dining (Matching) Chairs***	
All of the above items should be in the apartment upon check in, if not notify the NSA Housing Office via your apartment checkin sheet.	
You will be held accountable for all items listed.	

*extra* *pitch for K*